

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										14. Agency Use NAF																			
a. Office of Personnel Management																																																		Initials										Date									
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Motor Vehicle Operator										NA										5703										08										SN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position FWS JGS for Motor Vehicle Operating 5703 TS-61 Apr 91																																																	
Typed Name and Title of Official Taking Action S.J. NEW Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Motor Vehicle Operator **POSITION NUMBER** 01-038A

JOB SERIES: 5703 **PAY LEVEL:** NA-8

Summary of Duties: Operates and performs operator maintenance on straight-in-line trucks which typically have an approximate gross vehicle weight (GVW) of more than 32,000 lbs. May operate truck tractors with semi-trailers or full trailers, and oversized motor coaches. Couples and uncouples truck tractor and semi-trailer or truck and trailer, and connects and disconnects air brakes and electrical lines. Maneuvers vehicles within close tolerances when driving and backing over uneven ground and in narrow or congested areas, directs arranging of cargo and sometimes assists to spread the load for best support and to insure proper unloading sequence. Ensures cargo is secured to prevent shifting or falling while in transit, and to minimize vehicle sway. Selects safest, most direct, and legally allowed route and identifies alternative routes for emergency situations. Operates vehicles on interstate highways, winding roads, and steep grades. Manipulates dual braking system to prevent semi-trailer or trailer from jackknifing. May operate oversized motor coaches on long-distance trips which usually involve interstate and night driving. Observes applicable safety and sanitation rules and regulations. Performs other related duties as required.

Skills and Knowledge: Skill in operating vehicles that are high, wide, long, heavy, equipped with air brakes, have limited maneuverability, more than one body, and two braking systems; or are oversized and carry large groups of people where long periods of day and night driving may be required. Knowledge and skill in selecting legal and alternate routes to avoid heavy traffic or other delaying conditions. Ability in turning vehicles in congested locations, evaluating condition and load limits of bridges, in scheduling weigh points, and in assessing traffic conditions and hazards locally and over long-distance routes in unfamiliar geographic areas. Ability to read a map and reach unfamiliar locations. Must possess or be able to acquire applicable valid state and/or government license.

Responsibility: Receives instructions from supervisor on the type of vehicle to be operated, destination, cargo or passengers to be transported, purpose of the trip, deadlines to be met, and any special information. Driving proficiency is assessed in terms of safe and expeditious completion of assigned jobs. Responsible for selecting routes and obeying all traffic laws and safety regulations. May personally load or be responsible for overseeing loading and unloading of bulky, cumbersome cargo.

Physical Effort: Moderate to heavy physical effort is required to hook-up service lines, lower landing gears, and in climbing on the trailer to load or tie down cargo and to maneuver long and heavy vehicles, especially when backing up. Frequent lifting up to 40 lbs. is required.

Working Conditions: Operates vehicles in all types of traffic and weather on public roads. Stands, stoops, bends, lifts and may sit in uncomfortable and tiring positions.